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Agency Secretary

Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: Air Quality Surveillance Branch

FROM: Ken Stroud, Chief
Air Quality Surveillance Branch

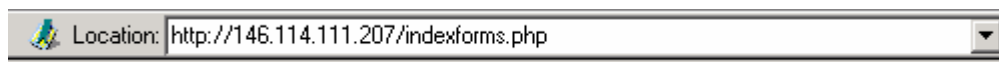
DATE: July 23, 2002

SUBJECT: NEW BRANCH INTRANET WEB PAGE

I am pleased to announce that we have a new Intranet web page of documents and information specific to our branch. The URL for the web page is <http://146.114.111.207/indexforms.php>. This site has forms for procurement and site reporting. It contains the SOPs for the in-use equipment and equipment specifications to use when ordering. Blank calibration and check sheets are also included. I find the page quite useful and I expect many of you will too.

Please take a few minutes to review this web page and give comments to Greg Frye. Greg is responsible for maintaining this web page, but I encourage branch management and staff to suggest what types of information we want included on this page. The information will be updated as needed. Each section manager who is responsible for the particular information will need to provide any updates to Greg.

If you find this web site useful, you can create a shortcut on your desktop. An Internet shortcut lets you jump to a web page from your desktop. To create a shortcut for the web page, click and hold on the bookmark icon. The cursor will change to a hand. Then drag bookmark icon to the desktop. The green bookmark icon is near the work "Location" and looks like this:



✓

cc: Bill Loscutoff
Jeff Cook

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

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